



# **Pembroke Occupational Health**

**Department of Interior and Participating Agencies  
Drug & Alcohol Testing  
Training Conference - 2006**

- 2005 Statistical DATA
- Turn-Around-Time
- International Collections
- Quest Patient Service Centers
- Random Program
- Change in Management
- Contacts

- 906 individual accounts/locations
- 67031 tests performed in 2005
  - 64,286 Negative
  - 1,581 Negative Dilute
  - 457 Canceled
    - For reason, review MRO comments
  - 5 Positive Dilute
  - 122 Refusal – see lab/MRO comments
  - 634 Positive
- 343 Alcohol
  - 1 Cancel
  - 341 Negative
  - 1 Positive

# 2005 Statistical Data



- 634 Positive Tests

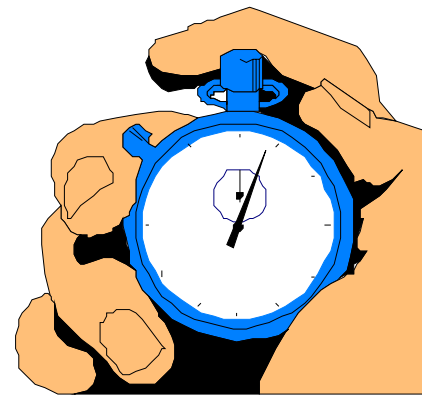
– Amphetamines	175
– Cannabinoid	252
– Cocaine	135
– Methamphetamines	2
– Opiates	77

# 2005 Test Type

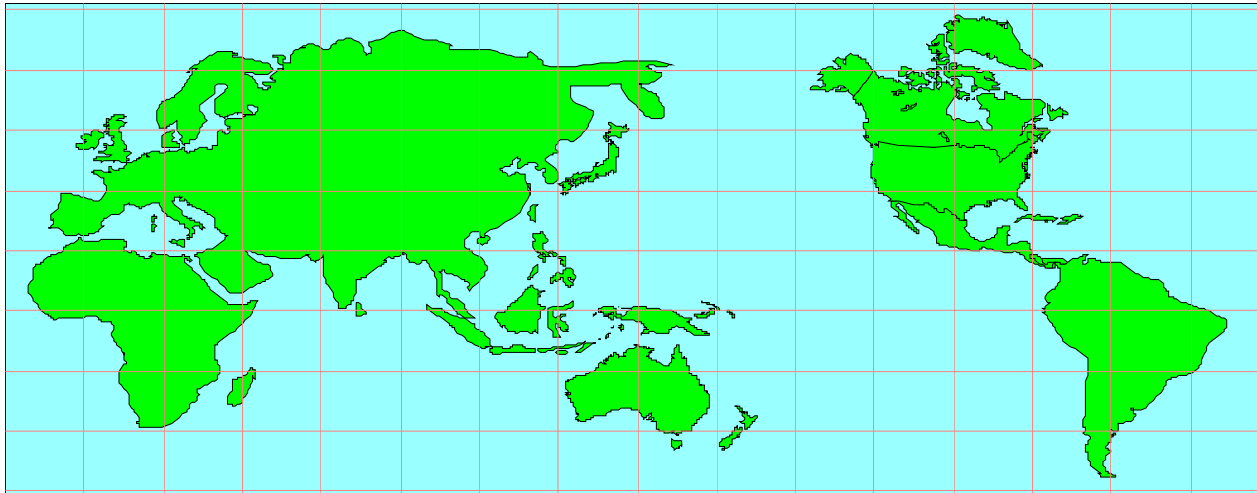
- N-DOT 63,360
- FHWA 3,528
- AHCA 136
- FAA 49
- DOT 29
- FRA 19

- RSPA 15
- USCG 7
- FTA 6
- MT 2
- NRC 1
- HRS 1

- Average TAT for Negative results is 3 days (from time of collection)
- Average TAT for Positive is 6.5 days
- Most common TAT delays
  - Incorrect SSN
  - Incorrect donor telephone number



- Approximate 300 per year
  - TAT varies depending on Country
- Most common delay in TAT
  - Incorrect donor contact information
  - Unable to make donor contact



# Quest Patient Service Centers

- What you should know about Quest PSC's
  - Provide specimen collections only
  - PSC are not Physician offices
  - Donor will experience faster service
  - No appointment necessary
  - Collections are first come first service
  - Many PSC's are closed during lunch
  - Busy times early morning
  - Donor's experience faster service







- Random Management
  - Randoms program
  - Notifications
  - Management Rpt
  - MIS Report
  - Random Requirements
  - Excused Randoms

Randoms...

**Employee Management** – Allows users to review the individual employee information.

**Randoms** – Allows users to review/edit the employees selected for random drug tests AND Schedule an employee drug test.

To review employees in the random pool, click **Employee Management** Enter the search criteria and click **Search**. *(the down arrows are designed to provide you with very specific search criteria's)*

**STAT**  
Schedule, Test, and Track

U.S. DEPARTMENT OF THE INTERIOR  
MARCH 3, 1849

Home  
Order Kits/Forms  
Test Results  
Test Scheduling  
Reports  
**Employee Management**  
Randoms  
Administrative  
Contact Us  
Logout

U.S. Department of the Interior  
**NBC**  
Employee & Public Services Home Page

Add/Edit Emps  
Employee Info

Reviewing Employee Info

Employee SSN:  Employee Name:

Customer: DEPARTMENT OF INTERIOR CONTRACT - 2882

Hierarchy: none

Level 1: BOP

Level 2:

Level 3:

Unit:

Mode: All Job Code:

Hired Since: 1/1/2005

Select Employees by: All

Primary Sort:  Secondary Sort: Name

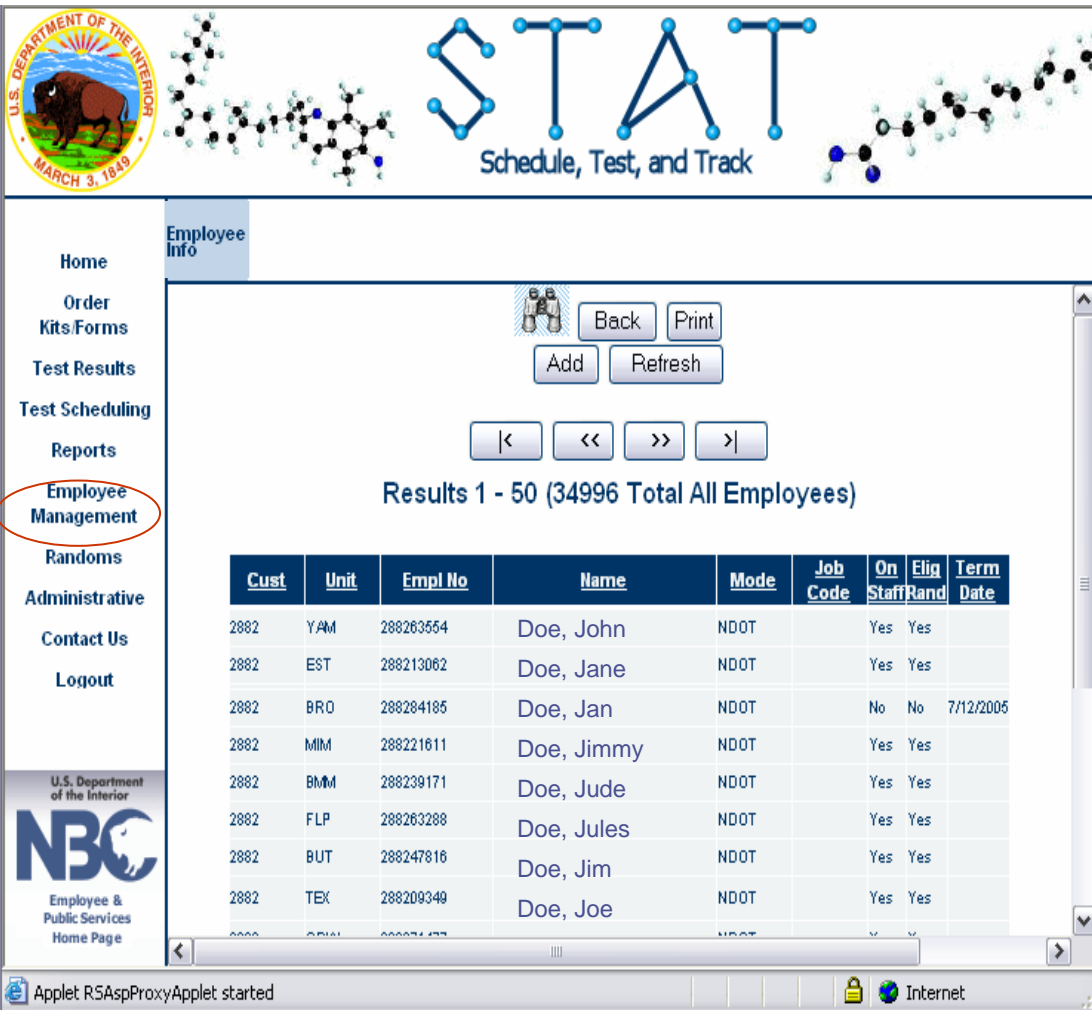
Search

Applet R5AspProxyApplet started

Internet

# Employee Management

A list of employees that match the search criteria will appear. You can double click on the employee to view the details.



**STAT**  
Schedule, Test, and Track

**Employee Info**

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Back Print  
Add Refresh

|< << >> >|

Results 1 - 50 (34996 Total All Employees)

Cust	Unit	Empl No	Name	Mode	Job Code	On Staff	Elig Rand	Term Date
2882	YAM	288263554	Doe, John	NDOT		Yes	Yes	
2882	EST	288213062	Doe, Jane	NDOT		Yes	Yes	
2882	BRO	288284185	Doe, Jan	NDOT		No	No	7/12/2005
2882	MIM	288221611	Doe, Jimmy	NDOT		Yes	Yes	
2882	BMM	288239171	Doe, Jude	NDOT		Yes	Yes	
2882	FLP	288263288	Doe, Jules	NDOT		Yes	Yes	
2882	BUT	288247816	Doe, Jim	NDOT		Yes	Yes	
2882	TEX	288209340	Doe, Joe	NDOT		Yes	Yes	

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Employee & Public Services Home Page

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# Employee Management

Clicking on the employee name will open the employee detail window.

This information has been designed to simply view a list of employees and their detailed information. Only authorized personnel may make/request changes in this section.

https://www.edrugtest.com - Employee Setup - Microsoft Internet Expl...

File Edit View Favorites Tools Help

Back Forward Stop Home Google

## Employee Management/Info

Close

Customer: DEPARTMENT OF INTERIOR CONTRACT - 2882

Hierarchy: none

Unit: SAF

Location Description:

Employee SSN: 526733199 Name: Doe, Joe

Hired: Terminated:

Mode: NON DOT

Job Code:

☒ Include in Random Pool Last Physical:

Home Phone:

Work Phone:

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Job Code	On Staff	Elig Rand	Term Date
Yes	Yes		
Yes	Yes		
Yes	Yes		
Yes	Yes		
Yes	Yes		
Yes	Yes		
Yes	Yes		
Yes	Yes		

2882 BML 550431150 A CHOPANE, ANGEL JOETT NDOT

To view employees selected for random testing, click **Randoms** in the left column

Click **Review Random Selection** on the top menu bar. Enter the search criteria for a list of selected employees.

eDrugtest - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://www.edrugtest.com/CustomerStyles/DOI/Main-Frameset.asp

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Review Random Selections Review Open Randoms

Random Employee Selections

Customer: DEPARTMENT OF INTERIOR CONTRACT - 2882

Hierarchy: none

Level 1: BOP

Level 2:

Level 3:

Unit:

SSN Or EmployeeID:

Date Range: 7/1/2005 to 7/14/2005 (leave blank for selections in current year)

Product Code: All

Mode: All

Retrieve: Online Version

Search Clear

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Employee & Public Services Home Page

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# Open Randoms

**STAT**  
Schedule, Test, and Track

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MARCH 3, 1849

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Review Random Selections | **Review Open Randoms**

Enter the following data and then press 'Search' to review open randomness:

Customer:

Level 1:

Level 2:

Level 3:

Unit:

SSN Or EmployeeID:

Product Code:

Mode:

Open Type:  for

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To view Open Randoms. Click **Randoms** in the left column and **Review Open Randoms** on the top menu bar. Enter search criteria.

# Open Randoms

**STAT**  
Schedule, Test, and Track

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Review Random Selections Review Open Randoms

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Schedule a Customer Collection

Results 1 - 20 (140 Total Open Randoms)

Empl No	Name	Unit	Product	Date Selected	Status	Reason (click to edit)
005011017		DSS	Drugtest	5/3/2005	Reason Added	Scheduled 05/19/2005
005106007		DSS	Drugtest	5/3/2005		
005862140		DSS	Drugtest	5/3/2005		
005540846		DSS	Drugtest	5/3/2005	Reason Added	Scheduled 05/24/2005
005722038		dss	Drugtest	5/3/2005		
005863436		dss	Drugtest	5/3/2005		
005900735		DSS	Drugtest	5/3/2005		
005546297		dss	Drugtest	5/3/2005	Reason Added	Scheduled 05/17/2005
005027879		dss	Drugtest	5/3/2005	Reason Added	Scheduled 05/24/2005
005140290		dss	Drugtest	5/3/2005		
005920051		DSS	Drugtest	5/3/2005	Reason Added	Scheduled 06/28/2005
005462483		DSS	Drugtest	5/3/2005		
005661162		DSS	Drugtest	5/3/2005	Reason Added	Scheduled 05/19/2005
005563201		dss	Drugtest	5/3/2005		
005487088		dss	Drugtest	5/3/2005	Reason Added	Scheduled 05/25/2005
005726719		DSS	Drugtest	5/3/2005	Reason Added	Scheduled 05/25/2005

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A list of employees selected for a random drug test will appear.

Click **Reason (click to edit)** to note why an employee will not require a random drug test, ie: Terminated, Medical leave...

Click donor name to schedule their random drug test.

# Random Collections

Clicking the donor name will open the **Customer Schedules Collection** window. The employee information will atomically populate. Simply click Find Collection Site and schedule donor collection.

Note: Pembroke **does not** call donors scheduled for random collections, supplies are shipped to the collection site you have chosen.

Collection Request - Microsoft Internet Explorer

Address: <https://www.edrugtest.com/Sched-2Input.asp?RequestType=C&tests=drugtest>

## Employee Collection Request - Customer Schedules Collection

(\* indicates a required field)

Customer: DEPARTMENT OF INTERIOR CONTRACT - 2882

\*Office: DOI

\*Donor SSN: 600-16-6007 SSN Lookup

\*Last Name: DOE

\*Test Mode: Non Dot

\*Test Type: Random test

Gender: Male

\*First: CLYDE

\*Tested For: Drugtest

Find Collection Site

\*Site Code: EB26

Comments:

☐ overseas collection

This request requires the collection to be observed?: ☐

Is this a Split Kit request?: ☐

Submit

Link to View/Edit Requests

Recent Requests

SSN	Last Name	Submitte
068070068	DONER	07/14/201
818075818	DONER	07/14/201
888071888	DONER	07/14/201
849078849	DONER	07/14/201
176074176	DONER	07/14/201
253079253	DONER	07/14/201
624077624	DONER	07/14/201
660076660	DONER	07/14/201
705073705	DONER	07/14/201
973077973	DONER	07/14/201
529071529	DONER	07/14/201
728070728	DONER	07/14/201
095073095	DONER	07/14/201
697079697	DONER	07/14/201

Click on an above request to edit it.



- E-Mail notification
  - Instructs managers to view randoms on-line
  - Manager can print donor notifications forms
  - Manager sends employee for drug test
  - Manager tracks employee compliance

# Drug Testing System

2/16/2006  
2:34:59 PM

Random Selections  
\* Alcohol & Drug Testing \*

Department of Interior Agency  
1234 Street  
City, St, Zip

Pembroke Occupational Health  
John G. Cametas, M.D., MRO  
2307 N. Parham Road  
Richmond, VA 23229  
Phone: 804-346-1010  
Fax: 804-346-5050

In accordance with U.S. Department of Transportation Rules and Regulations and/or your company policy the following individual(s) have been selected for random alcohol testing.

U.S. Department of Transportation regulations require that each covered employee who is notified of the selection for random alcohol testing proceed to the test site immediately. Testing dates shall be unpredictable and spread throughout the selection period to include all days and all shifts.

An employee shall only be tested for alcohol while he/she is performing safety- sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions. (All FRA covered employees for alcohol testing can only be tested while performing such functions.)

Each employee selected for testing shall be tested during the selection period. If the employee is absent, he/she may be tested upon return provided this information has been kept confidential and the selection period has not expired.

Please notify us immediately of any reason why a random test cannot be completed. DOT and NDOT Breath Alcohol Test Forms will be stored at your designated collection site(s). Please forward a copy of the completed alcohol test immediately to our office. Any tests not received will result in the alcohol random selection showing as incomplete in our random compliance reports.

## Alcohol & Drug

SSN	Name	Location	Mode	Pull Date	Misc Info
121212121	Employee name	047	FHWA	12/6/2005	



# Notification Form of Random Drug Test

Agency Name  
Contact  
Address  
City, State Zip Code  
Acct number

Pembroke Occupational Health  
John G. Cametas, M.D., MRO  
2307 N. Parham Road  
Richmond, VA 23229  
Phone: 804-346-1010

FAX: 804-346-5050

Employee: Last, First  
Location: Location Name

SSN: 111-11-1111  
ID #:

Date Selected: 03/01/06

The above individual must be randomly DRUG tested by 04/01/06.

## 1. Contracting Ovicer Technical Representative (COTR):

If necessary, please call your Collection Site for an appointment for testing.

Do not disclose the name of the individual selected for testing to any unauthorized employee. For testing, the employee shall proceed immediately to the Collection Site after being notified (not to exceed requisite travel time). Send this form with the individual and ensure that Collector signs form, below. Have individual return this signed form to you, and place in individual's confidential file.

Employee notified Date: Time:

ADM signature

Employee Donor) signature

2. SPECIMEN COLLECTOR: The employee identified above is here for a random DRUG test. If you have any questions, please call us at the number listed above BEFORE doing collection. Please ensure that the correct Custody and Control Form is used. Complete below and return this form with donor to donor's COTR (Jane Doe)

Collection performed Date: Time:

Drug COC Form #: Alcohol Test #:

Collection site name

Address

City/State/Zip

Collector printed name

Collector signature

Individual (Donor) signature

# DOT Random Requirements

- Every driver shall submit to random alcohol and controlled substance testing
- Every employer shall comply with random testing requirements
- Companies must randomly test drivers at a minimum annual percentage rate of:
  - 10% of the number of drivers for alcohol testing
  - 50% for controlled substances testing
- The random alcohol test must be given immediately before, during or after a driver performs a safety sensitive function (including driving)
- All drivers must have an equal chance of selection by a scientifically valid method, such as:
  - Random number table
  - Computer based random number
- No driver shall refuse to submit to a required test
- No employer shall permit a refusing driver to perform safety sensitive functions

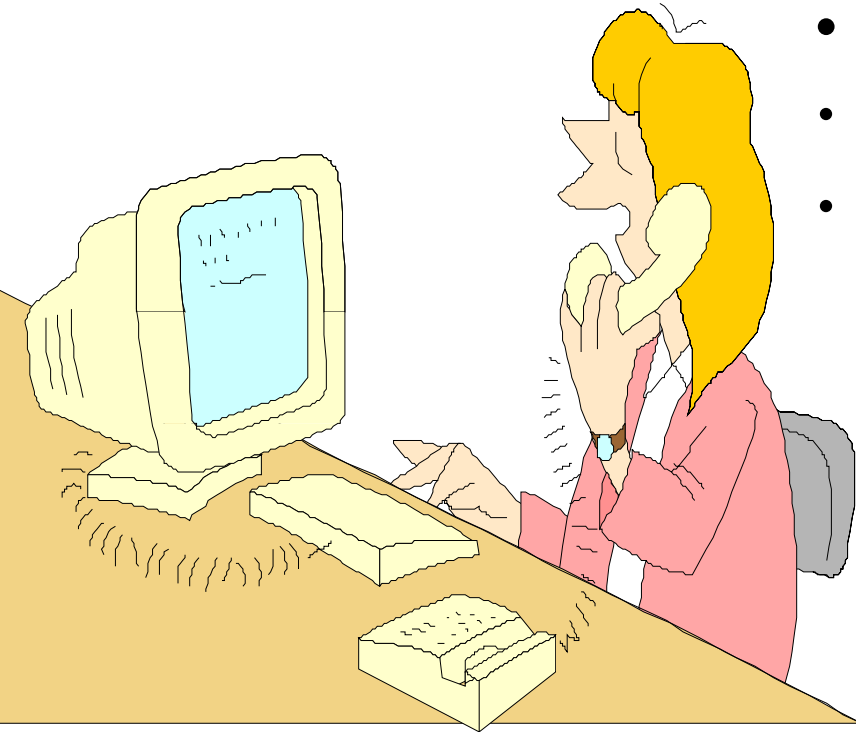
When employee is off work due to

- long- term layoffs
- Illnesses
- Injuries – Medical leave
- Vacations
- The driver's may be excused if the driver selected is going to be gone throughout the entire testing period.
- The name can be set aside until the driver comes back from the extended leave, as long as the driver returns before the next selection.

To report an excused Random Call or e-mail Customer Service

- Please contact Pembrooke with the following information for change in management
    - New Manager name
    - Location/Agency
    - E-mail address
    - Telephone
- eDRUGTEST passwords will be reset and sent to new manager

# Contact Information



- David Caran – [dcaran@pembrooke.com](mailto:dcaran@pembrooke.com)
- Angie Knick – [aknick@pembrooke.com](mailto:aknick@pembrooke.com)
- Kelly Dodson - [kdodson@pembrooke.com](mailto:kdodson@pembrooke.com)
- Joe Gale – [jgale@pembrooke.com](mailto:jgale@pembrooke.com)

International and on-site collections

DOI – 877-284-2990

[doi@pembrooke.com](mailto:doi@pembrooke.com)

## Questions & Answers